

TOWN OF NORTHBOROUGH
JOB DESCRIPTION

JOB TITLE:	Facilities Manager	DATE:	March 2005
DEPARTMENT:	Town Administration	GRADE:	G
REPORTS TO:	Town Administrator		

SUMMARY

Responsible for the Town's physical plant operations and the maintenance of all municipal buildings and grounds. Responsibilities include developing plans for building and facility maintenance, preparing bids and specifications for work, scheduling, reviewing and inspecting repairs.

ESSENTIAL FUNCTIONS

Oversee the maintenance and repair of municipal buildings; functionally supervise custodial/maintenance staff; establish priorities for maintenance and repair; establish work schedules.

Develop, manage and monitor operating budget and capital improvement plan for building improvement and maintenance.

Develop, implement and monitor a program preventative maintenance.

Operate and maintain building heating and cooling systems, generators, smoke alarms, and other building maintenance technology and equipment.

Maintain records of repairs, equipment replacement and utility costs, and maintain a cost analysis of building expenditures as a basis for providing annual forecasts of expenditures and yearly budgets.

Prepare bid and contract specifications for repairs and maintenance; participate in contractor selection; authorize payments against bid upon inspection of work performed.

Inspect municipal buildings to determine maintenance needs and to ensure appropriate cleanliness, safety, and security; inspect maintenance work, renovation work, and other plant improvements performed by town employees and/or outside contractors.

Coordinate grounds maintenance issues with the Department of Public Works.

MANAGEMENT RESPONSIBILITIES

Provide functional supervision over custodians. Attend seminars and training programs to maintain knowledge in the field. Supervisory activities include responsibility for performance management, hiring, conducting employee orientation, scheduling work hours/granting time off, providing training and development, assigning/reviewing work, rewarding/disciplining staff and managing employee compensation.

SECONDARY RESPONSIBILITIES

- Participate on various committees such as health and safety, building construction and renovation, and other Town boards and committees, as required.
- Attend seminars and training programs to maintain knowledge in the field.

Performs other position-related duties, as assigned.

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QUALIFICATIONS

Minimum Training and Experience

Requires a minimum of a Bachelor's degree in building/plant operations and maintenance and 5 years' experience, including 3 years of supervisory experience; or any equivalent combination of education and experience. Professional license or certification in construction or professional trades highly desirable.

Requires a valid Class D motor vehicle license.

Minimum Knowledge, Skills and Abilities

Requires experience in cost estimation, budget development, and building maintenance and repair. Requires knowledge of building codes, heating, ventilation and air conditioning systems, asbestos abatement and hazardous materials requirements.

Requires computer skills in word processing and spreadsheets for reporting and budget monitoring, and working knowledge of municipal finances in order to prepare and manage budgets.

Requires the ability to build a positive team environment, manage and motivate staff. Requires familiarity with personnel practices. Requires excellent planning, time management and organizational skills.

Knowledge Proficiency

In order to be considered proficient in the position, the employee must demonstrate:

- working knowledge of Massachusetts procurement laws, health and safety codes,
- proficiency in the department's specific software applications and databases,
- basic knowledge of the functions and operations of other Town departments, with specialized knowledge of buildings and grounds maintenance, finance and accounting, and personnel.

Tools and Equipment Used

The employee is required to use a personal computer and general office equipment, and a variety of hand and power tools. The employee is required to operate a Class D motor vehicle to visit various town facilities.

Physical Demands

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job. While performing the duties of this job, the employee is required to talk, hear, stand, sit, walk. The employee must have good vision to drive a vehicle, review maps and layouts. Requires the application of manual dexterity in combination with eye-hand coordination to operate equipment and use tools. Occasionally requires the ability to lift and carry objects up to 60 pounds.

Work Environment

The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job. Work is performed predominantly in an office setting; however, visitation to other facilities is required. During renovation and major maintenance projects the employee may be exposed to fumes, dust, and loud noise. Occasionally the employee works around moving mechanical parts.